



APPLICATION FOR EMPLOYMENT

VILLAGE OF WESTMONT

Please return to:

Personnel Office
 Village of Westmont
 31 W. Quincy Street
 Westmont, Illinois 60559

EQUAL EMPLOYMENT POLICY

We welcome you as an applicant for employment with the Village of Westmont. Your application will be reviewed on the basis of merit and without regard to race, religion, color, age, sex, and national origin, physical or mental disability in accordance with applicable laws. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Village of Westmont. Please furnish us with complete information as outlined in this application. Falsifying information may be grounds for disqualification or dismissal. Please use a typewriter or print in ink. If you have any questions, please let us know.

DATE: _____

POSITION(S) DESIRED: _____

NAME: _____

DEPARTMENT: _____

HOME _____

ADDRESS: _____

(number and street)

Do you want:

Full time: ☐

(check one)

Part time: ☐Seasonal: ☐_____
(city, state, and zip code)

Rate of Pay Expected

\$ _____ per hour \$ _____ per annum

PHONE NUMBER: _____

(home)

Have you ever applied to this organization before?

Yes: _____

No: _____

(work, if applicable)

Social

Security

Number: _____

If yes, give dates: _____

☐ Do not provide drivers license number unless this box is checked.

Driver's License

Number and Class: _____

Are you related to anyone (other than through marriage) currently employed by the Village?

If yes, give name, department and relationship _____

How did you learn of this position?

In case of accident or emergency, please notify:

Name Address Phone #

Have you ever been convicted of a felony or misdemeanor with the last 5 years? (Conviction is not an automatic bar to employment. Each case will be considered on its own merits.)

Yes No If yes, describe:

EDUCATIONAL INFORMATION

Elementary 6 7 8 High School 1 2 3 4 College 1 2 3 4 5 6 7 8

High School: Name of High School Location

Dates (mo/yr) attend If graduated, month and year

Approximate number in graduating class Rank from top

Final grade point average (A=) Scores on ACT SAT

Extracurricular activities

Offices, honors/awards

College/Graduate School:

Name & Location	From	To	Degree	Major	Extracurricular Activities, Honors and Awards

What undergraduate courses did you like most Why

What undergraduate courses did you like least Why

How was your education financed

Part-time and summer work

Subsequent courses or studies

List any skills that you might have that are related to this position. Also list any correspondence courses, seminars, workshops and certificates you hold

EMPLOYMENT HISTORY

INSTRUCTIONS: Please list all employers beginning with your present or most recent employment. Please supply all information requested. You are encouraged to submit a personal resume in addition to this application, if you so desire.

PLEASE GIVE INFORMATION BELOW:

EMPLOYERS NAME	MAILING ADDRESS	TELEPHONE NUMBER
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POSITION HELD	DUTIES PERFORMED	IMMEDIATE SUPERVISOR
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EMPLOYMENT DATES	LAST SALARY	REASON FOR LEAVING
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EMPLOYERS NAME	MAILING ADDRESS	TELEPHONE NUMBER
----------------	-----------------	------------------

POSITION HELD	DUTIES PERFORMED	IMMEDIATE SUPERVISOR
---------------	------------------	----------------------

EMPLOYMENT DATES	LAST SALARY	REASON FOR LEAVING
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EMPLOYMENT DATES	LAST SALARY	REASON FOR LEAVING
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MILITARY SERVICE RECORD

Have you been in the armed forces of the United States?	Arm or Branch?
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Entered Yr.	Discharged Yr.	Rank When Discharged	Service Number
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Are you member of any armed forces reserve unit? If so which one?

Have you taken any training under the G.I. Bill of Rights? If yes, what training?

May we contact your present employer for a reference? Yes _____ No _____

Personal References. (Not former employers or relatives.)

NAME:	ADDRESS:	PHONE:	YEARS ACQUAINTED:
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1. _____

2. _____

3. _____

PLEASE READ CAREFULLY BEFORE SIGNING:

APPLICANT AGREEMENT: RELEASE AND CERTIFICATION

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations or omissions of fact contained in this application (or any other accompanying or required documents) may cause the rejection of this application or termination of employment without notice or benefits, regardless of how or when discovered.

I understand that all candidates hired are subject to satisfactory completion of a probationary period and a post-offer, pre-employment physical exam and drug screen. I authorize the investigation of all statements and information contained in this application. I release the Village of Westmont from any and all liability that might result from conducting a background investigation; I also release from liability anyone supplying information pursuant to such investigation.

I understand that this information is not, nor is it intended to be, a contract of employment. If hired, I agree to abide by all applicable Village of Westmont rules and regulations.

I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment and employment related documents I have provided.

Print Name

Date

Applicant Signature

Date

Confidential Applicant Information

The Village of Westmont is an Equal Opportunity Employer. The Village of Westmont maintains statistical information on job applicants, in accordance with federal guidelines for Equal Employment Opportunity. To assist us, you are asked to voluntarily provide the information requested below. This section will be detached from your application and will not be used any way during the employment process.

Ethnic Background (that you most closely identify with):

- _____ White
- _____ African American
- _____ Hispanic
- _____ Asian or Pacific Islander
- _____ American Indian or Alaskan Native

Sex:
Male
Female

Today's Date: _____

JOB TITLE: _____

HOW DID YOU LEARN OF THIS POSITION? (Circle the appropriate number.)

- 1. Advertisement. Which one? _____
- 2. Other publication. Which one? _____
- 3. Posting at Village Hall _____
- 4. Other job posting. Where? _____
- 5. Friend or relative _____
- 6. Village Personnel Department- telephone or walk-in _____
- 7. Organization or group (specify) _____
- 8. Village employee _____
- 9. Employment Agency _____
- 10. Other (specify) _____

Name: _____

Can you perform the essential job functions, as listed on the job announcement of the job you are applying for?

☐ Yes

☐ No

Please list any accommodations you may need in order to perform the essential job functions of the position you are applying for.

(please leave this form attached to your employment application)